

GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is: GSAAdvantage.gov.

FSS Schedule Title: Human Resources and Equal Employment Opportunity (EEO) Services

FSS Schedule Group and Part: Industrial Group 738 Part X

Product Service Codes (PSC): PSC R499

Contract No.: GS-22F-8074H

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Contract Period: 11/1/2007 – 10/31/2012

Contractor: ***ADR Vantage, Inc.***
1660 L Street, NW, Suite 501
Washington DC 20036

Phone: 202-296-2328

Fax: 202-659-5234

Website: www.adrvantage.com

Contract Administrator: Dianne Lipsey
President
202-296-2328
dlipsey@advantage.com

Business Size: Small Business, Women-owned

CUSTOMER INFORMATION

1a. Table of awarded Special Item Number 595-25

SIN	Service	Description
595-25	Alternative Dispute Resolution	The full range of Alternative Dispute Resolution (ADR) services. This SIN has been expanded to cover the use of ADR for any aspect of Human Resources management.
595-25	EEO Training & Consulting	EEO consulting services and customized training for employees, supervisors, team leaders and managers
595-25	EEO Counseling	EEO counseling services to employees or applicants for employment upon referral by a federal agency

(See labor category descriptions and pricing on page 5.)

- 1b. **Lowest Priced Items:** All prices are net, all discounts deducted, and valid for all areas. Prices are listed starting on page 5. The lowest price for facilitators and EEO counselors is \$170 per hour. The lowest price for mediators and trainers/consultants is \$176.80 per hour. The ADR Administrator, Curriculum Specialist and Program Manager are the lowest priced labor categories for respective services. The hourly rate of the ADR Administrator is \$136.50, the Curriculum Specialist's hourly rate is \$128.70, and the Program Manager's hourly rate is \$78.52.
- 1c. **Labor Category Descriptions:** All descriptions are placed at the end of the price list on page 6.
2. **Maximum order:** \$1,000,000
3. **Minimum order:** \$100
4. **Geographic coverage:** Worldwide
5. **Points of productions:** Washington, DC
6. **Discount from list prices:** Ranging from 15% to 44%, depending on the nature of the work by labor category.
7. **Quantity discounts:** None
8. **Prompt payment terms:** Net 30 days

- 9a. **Government purchase cards accepted at or below the micro-purchase threshold:** As stipulated by Clause 552.232-77 Payment By Government Commercial Purchase Card (Mar 2000) (Alternate I – Mar 2000), *ADR Vantage, Inc.* will accept the Government-wide commercial purchase card for purchases equal to or less than the micro-purchase threshold (\$3,000).
- 9b. **Government purchase cards accepted above the micro-purchase threshold:** *ADR Vantage, Inc.* will accept the Government-wide commercial purchase card for purchases over the micro-purchase threshold (\$3,000).
10. **Foreign items:** Not applicable
- 11a. **Time of delivery:** ADR Vantage will adhere to the delivery schedule as specified in the agencies purchase orders and in accordance with applicable EEO regulations.
- 11b. **Expedited delivery:** Some items noted in this price list are available for negotiated expedited delivery.
- 11c. **Urgent requirements:** Contact Contractor for faster delivery or rush requirements.
12. **F.O.B. point:** Destination
- 13a. **Ordering address:** *ADR Vantage, Inc.*
1660 L Street, NW, Suite 501
Washington DC 20036
202-296-2328
- 13b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. **Payment address:** *ADR Vantage, Inc.*
P.O. Box 50745
Arlington, VA 22205
15. **Warranty provision:** Not applicable
16. **Export packing charges:** Not applicable
17. **Terms and conditions of Government purchase card acceptance:** No discount offered
18. **Terms and conditions of rental, maintenance and repair:** Not applicable

- 19. **Terms and conditions of installation:** Not applicable
- 20. **Terms and conditions of repair parts indicating date of parts price list and discounts:** Not applicable
- 20a. **Terms and conditions of any other services:** Not applicable
- 21. **List of service and distribution points:** Not applicable
- 22. **List of participating dealers:** Not applicable
- 23. **Preventative maintenance:** Not applicable
- 24a. **Special Attributes:** Not applicable
- 24b. **Section 508 Compliance:** Not applicable; however, the EIT standards can be found at www.section508.gov
- 25. **Data Universal System (DUNS) number:** 84-884-3488
- 26. **Central Contractor Registration database:** PXNAQC

ADR Vantage, Inc.

ALTERNATIVE DISPUTE RESOLUTION

GSA Approved Rates, Effective December 20, 2010

GSA Contract No.: GS-22F-8074H

Labor Category	Hourly Rate
Senior Arbitrator	\$265.20
Senior Mediator	\$221.00
Senior Facilitator	\$212.50
Conflict Coach	\$221.00
ADR Evaluator	\$191.25
Mediator	\$176.80
Facilitator	\$170.00
ADR Administrator	\$136.50

EEO COUNSELING

GSA Approved Rates, Effective December 20, 2010

GSA Contract No.: GS-22F-8074H

Labor Category	Hourly Rate
EEO Counselor	\$170.00

EEO TRAINING AND CONSULTING

GSA Approved Rates, Effective December 20, 2010

GSA Contract No.: GS-22F-8074H

Labor Category	Hourly Rate
Trainer/Consultant	\$176.80
Senior Trainer/Consultant	\$221.00
Curriculum Specialist	\$128.70
Program Manager	\$78.52

ALTERNATIVE DISPUTE RESOLUTION
Labor Category Description, Effective November 1, 2009
GSA Contract No.: GS-22F-8074H

Job Title	Yrs. of Experience	Responsibilities	Education
Senior Arbitrator	7 years or more	Arbitrates employment cases and render a decision	Graduate degree; often JD or LLM
Senior Mediator	7 years or more	Mediates workplace and EEO complaints – evaluative or facilitative	Often graduate degree or JD
Senior Facilitator	7 years or more	Designs and facilitates group sessions, typically that involve conflict	Often graduate degree or JD
Conflict Coach	3 years or more	Work with individuals to improve conflict skills through coaching & feedback	Certified by Int’l Federation of Coaches
ADR Evaluator	5 years or more	Evaluates existing ADR programs and recommends changes	Graduate degree; ADR professional
Mediator	3 years or more	Mediates workplace or EEO complaints; serves a co-mediator w/ senior mediator	80 hours of ADR training & experience
Facilitator	3 years or more	Facilitates group sessions	Facilitation training & experience
ADR Administrator	3 years or more	Serves as the case manager for ADR services; assists other ADR professionals; produces reports	Bachelor’s degree & relevant experience

EEO COUNSELING
Labor Category Description, Effective November 1, 2009
GSA Contract No.: GS-22F-8074H

Job Title	Yrs. of Experience	Responsibility	Education
EEO Counselor	3 years or more	Holds counseling session(s) with employees or applicants for employment who are alleging EEO discrimination with the goal of resolving the complaint	Meets the requirements outlined in EEOC MD 110 for EEO counselor training; may be trained in ADR

EEO TRAINING AND CONSULTING
Labor Category Description, Effective November 1, 2009
GSA Contract No.: GS-22F-8074H

Job Title	Yrs. of Experience	Responsibility	Education
Trainer/ Consultant	3 yrs. or more	Conducts training & serves as consultant	Graduate degree
Senior Trainer/ Consultant	7 yrs. or more	Designs & conducts training; serves as consultant on ADR & EEO matters	Graduate degree
Curriculum Specialist	5 yrs. or more	Designs training curricula & related materials	Graduate degree; curriculum design experience
Program Manager	3 years or more	Oversees program administration & manages training	Bachelor's degree & PM experience